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Approved For Release 2001/09/04 : CIA-RDP86-00244R000200350003-4

INTERNAL COURIER RUNS

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INTERNAL COURIER SERVICE - HEADQUARTERS BUILDING

GROUND FLOOR COURIER STOPS  
(bulk)

0800  
Cart

ROOM NUMBER

North Loading Dock Rm. GG-09 Building Supply Branch/ISD/OL

GH-19 Map Library/Office of Basic Geographic Intelligence (OBGI/DDI)

GH-16 Flats & Maps/OBGI/DDI

GE-73 Security, Mail Room Services Covert Mail Boxes/OS

GE-47 CTSC (Central Top Secret Control/CRS)

GF-19 Library Serials - Circulation Branch/CRS

GF-34 OER/Mail Room - Office Economic Research/DDI

GF-28 Documents Division/CRS

GF-18 Acquisition Branch/CRS

GH-0921 Standard Dist "CRS"

GE-31 Security - Registry/OS

GE-18 Bulk only, Machine Division, CRS

GH-08 Registry Cartography Division/OBGI/DDI

1E-41 Mezzanine FIASC (Foreign Language Service Center/DDI)

Schedule leaving times Rm. GB-31 Headquarters Bldg., Mail & Courier Branch:  
0800 - 1030 - 1300 - 1500

NOTE: Most of the time, due to the bulk involved, this run has to be made in two segments; one for envelope mail, and one for bulk mail.

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FIRST FLOOR COURIER STOPS

0830  
Cart

ROOM NUMBER

1st Floor Guard Barrier - F corridor, [REDACTED]	CRS/NEA/AF - 1H-39	25X1A
	ISG/USSR - 1H-46	
	ISG/WE - 1G-8102	
	CRS/WH - 1H-39	
	FE/[REDACTED]/CRS - 1G-45	25X1A
	CR/A - 1H-46	
	CR/W - 1G-45	
	CR/NEA - 1G-23	
	FIB/OCR - 1G-27	
1F-08	O/DCI/PPR (Press & Public Relations/DCI)	
1E-4808	DPSP/PSB (Document & Pictorial Service DIV/CRS)	
1E-61	DPSP/DLB (Library) Document Library Br./CRS	
1E-41	LY/SO (Library Selection Officer/CRS)	
1E-4810	Machine Div. - Registry/CRS	

(SECOND HALF)

1C-6207	Telephone Branch (TFB)/LSD/OL
1J-27	Insurance Branch/Benefits and Services
1J-33	Credit Union/Benefits and Services
1J-45	SA&FB/LSD (Space Allocation & Facility Branch/LSD/OL)
F Corridor	Concourse ticket office/EAA (Employees Activity Association/ Benefits and Services)
1E-26	Security - High Security "24 hours"/OS
1E-24	Guard Office/OS
1E-20	Security, Building Security Branch/OS
1D-70	Central Processing Branch/OP
1A-53	Cable Secretariat O/DCI

Schedule Leaving Times: Rm. GB-31 Headquarters Bldg., Mail and Courier  
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COURIER STOPS, 2ND, 3RD, 4TH, & 5TH FLOORS

0830  
Cart

ROOM NUMBER

5E-13	Office of Personnel-Registry/DDS (OP)	
4th Barr.	OSR (Office of Strategic Research/DDI) [REDACTED]	25X1A
4E-05	Executive Dining Room/ISD/OL	
4E-06	ISD (Logistics Services Division) Chief and Deputy Chief, ISD/OL	
3E-30	TSCC (Technical Surveillance Counter Committee/DCI)	
3E-14	DCI/NIIE (National Intel. Prog. Eval./DDI)	
2E-29	D/OCS, & DD/OCS (Office Computer Services/DDS&T)	
2E-24	Inspector General/DCI	
2E-45	DDI/ES (Deputy Dir. Intell. Planning Staff/DCI)	
2E-49	CODIB (Coordinator, Intel. Board/DCI)	
2E-52	Admin. Staff (O/DDI)	
2E-60	Director of Central Reference (D/CRS/DDI)	
2E-61	IMS (Planning & Management Staff/CRS/DDI)	
5F-26	OEL/DD/S&T (Office of Elint), [REDACTED] deliver to 4th Barr.	25X1A
2F-28	Retirement Counseling & Placement Staff/OP/DDS	

(SECOND HALF)

1A-39	FMSAC (Foreign Missile & Space Analysis Center/DDS&T)
1D-10	Central Travel Branch/DDS
1D-15	DDP/TS Control Registry (Deputy Director for Plans)
1D-1605	Language Lab. - Office of Training/DDS
1D-1617	Director of Training/DDS
1D-4054	Medical Support Division/DDS

Schedule Leaving Times, Rm. GB-31 Headquarters Bldg., Mail & Courier Branch  
Each Run: 0830 - 1030 - 1300 - 1500

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6th And 7th Floor Courier Stops

0830  
Cart

7D-18	DDS (Office of the Director of Support)/DDI	
7D-07	OGC (Office Gen. CON/DCI)	
7D-43	OLC (Office Legislative Counsel/DCI)	
7E-12	Executive Reg. (DCI) - Director Central Intelligence & Deputy Director Central Intelligence	
7E-44	DDI (Mail Room) - Deputy Director for Intelligence/DCI	
7E-47	One (Mail Room) - Office National Estimates/DCI	
7F-15	OCI (Office Current Intelligence/DDI) [REDACTED] 7th Floor Barrier	25X1A
6F-30	OSI (Office Scientific Intelligence/DDS&T) [REDACTED] 6th Floor Barrier	25X1A
6E-45	DD/S&T (Mail Room) - Science & Technology/DDI	
6E-25	OPPB (Mail Room) - Planning, Programming & Budgeting/DCI	
6B-00	OSP (Office Special Projects/DDS&T)	
6F-19	Special Assistant Viet Nam Affairs O/DCI	

(SECOND HALF)

GA-43	COMMO - Office of Communications/DDS
GD-0428	OCS (Office Computer Services/DDS), Enter thru "C" Corridor

Scheduled Leaving Times, Rm. GB-31, Headquarters Bldg., Mail & Courier Branch  
Each Run: 0830 - 1030 - 1300 - 1500

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KEY BUILDING COURIER STOPS

0830

ROOM NUMBER

FOIAb3b1	1005	[REDACTED]	
		(Pickup: 0830, 1030, 1300, 1500)	
	1201	Audit Staff -- Registry/DDS	
	702	Payroll-Registry/DDS	
25X1A	202	[REDACTED] Division [REDACTED] (DDI)	
		(Pickup: 0830)	
	212	Historical Staff/DCI	
	811	Domestic Contact Services/DDI (DCS)	
	612	Finance - Registry/DDS	
	504)	[REDACTED]	
FOIAb3b1	416)	[REDACTED] (quent delivery of Bulk Mail)	
	303	[REDACTED] (Asia Division) DDI	
		[REDACTED] Deliveries)	
	312	[REDACTED] (USSR Division) DDI	
		(Bulk Deliveries)	
25X1A	910	[REDACTED] Domestic Contact Services [REDACTED]	25X1A
		DDI (Deliver whenever received, pickup 1030, 1300, 1500)	
25X1A	203	[REDACTED] /DDS	

Schedule Deliveries: 0840, 1040, 1340, 1540

SECRET

**SECRET**MAGAZINE BUILDING COURIER STOPS

0830

ROOM NUMBER

25X1A 505 [REDACTED]

512 Plans & Review Staff (PRS/DDS)

506 Records Control Branch (RCB/DDS)

502 Records Administration/DDS

607 Office of Emergency Planning (EPO/DDS)

612 Management Training Faculty (MTF/DDS)

710 Support Services Staff (SSS/DDS) Includes rooms 705, 712, 706 & 702

1011 Office of basic intelligence (OBGI/DDI)

25X1A ✓ 401 [REDACTED]

✓ 405 Postions Management & Compensation Div. (PMCD/DDS)

✓ 406 Insurance Branch (OP/IB/DDS)

412 Awards Committee (SAAC/IAB/DDS)

✓ 301 Qualifications Analysis Branch (QAB/DDS)

✓ 306 Military Mobilization & Personnel Div. (MMPD/DDS)

✓ 211 Recruitment Division (OP/RD/DDS)

✓ 212 Retirement Staff (OP/RS/DDS)

25X1A ✓ 210 Correspondence ([REDACTED])

25X1A 201 [REDACTED] (DDP/CI/OPS/FE)

202 Credit Union/Benefits and Services (Annes)

206 Training Class/OTR

✓ 302 RMO (Record Management Office) OP/DDS

Schedule Deliveries: 0845 - 1045 - 1345 - 1545

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AMES BUILDING COURIER STOPS

0830

ROOM NUMBER

(with cart)

1227 Logistics Registry - Office of Logistics (OL/REG)  
 825 Communications Library - Engineering (OC/E/DDS)  
 806 Communication Registry (OC/E/DDS)  
 736 OC/E/MSB/DDS (Material Support Branch)  
 ✓702 Personnel  
 612 ORD/DDS&T (Research & Development)

(without cart - briefcase)

432 Clerical Training/OTR/DDS  
 402 Clerical Refresher Training (CRT/OTR/DDS)  
 25X1A ✓322 [REDACTED]  
 301 Psychiatric/Medical/DDS  
 100 (Medical Services/DDS)

25X1A

✓GROUND FLOOR [REDACTED]

926 Industrial Contract Audit Division (ICAD/DDS)

EXTRA STOPS -- PICKUP ONLY

1245 OL/REG 1227 Ames  
 1500 Rm. 1033

Schedule Deliveries: 0835, 1035, 1335, 1535